**RESUME**

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| NAME  |  PERMANENT ADDRESS  |
| Sathish Kumar. R | NO 2/470, Sri Balaji Nagar, Nathamedu village, Thiruninravur, Thiruvallur-602024 |
| **Mobile:+91 9500152015** | E-mail id: sathishkumareee22@gmail, com |

PROFESSIONAL OBJECTIVE

 To secure a challenging position as a Project Coordinator with an established organization. To apply my knowledge and experience in project coordination to drive successful project outcomes. To utilize my exceptional organizational and communication skills as a Project Coordinator for an innovative company

WORK & PROFESSIONAL EXPERIENCE

**Organization : Prayagaa Enterprises Pvt Ltd**

**Summary:**

 Overall, 7 years’ experience in HR and Admin, Currently working as a Project coordinator & Hr department in **Prayagaa Enterprises Pvt Ltd**

**Department** :Project coordinator

# Roles&Responsibilities

* Coordinate project management activities, resources, equipment and information
* Break projects into doable actions and set timeframes
* Liaise with clients to identify and define requirements, scope and objectives
* Assign tasks to internal teams and assist with schedule management
* Make sure that clients’ needs are met as projects evolve
* Help prepare budgets
* Analyze risks and opportunities
* Oversee project procurement management
* Monitor project progress and handle any issues that arise
* Act as the point of contact and communicate project status to all participants
* Work with the Project Manager to eliminate blockers
* Use tools to monitor working hours, plans and expenditures
* Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
* Create and maintain comprehensive project documentation, plans and reports
* Ensure standards and requirements are met through conducting quality assurance tests.

***Payroll Management***

* Preparing a Salary Breakup for new joiners as per our standards Preparing the Attendance chart for all employees
* Preparing the Payroll for all employees and Managers.
* Calculating all leaves and C-off for all employees.
* Calculating PF and ESI contributions.
* Preparing the ECR file for PF and upload into PF portal
* Preparing the ESI contribution in excel and update in ESI portal.
* Preparing the Pay slip for all employees.

***Statutory Compliance***

* Renewal the factory license (Form II)
* Maintain the Form V for initiate Contract Labor license
* Preparing the Annual Returns (Form 22) & Holiday list (Form5) submission to Inspector of factories
* Preparing the contribution for Labor Welfare fund and submission
* Preparing all the PF & ESI remittance challan and generating UAN for PF.

***MIS Report***

* Preparing HR Monthly Report.
* Providing Manpower details and calculating attrition ratio
* Providing Induction and training details, Leave details, confirmation details, Disciplinary actions, and Audit details.
* Providing Labor License details and statutory details..

**Total Duration** : Aug 2022 to Till Date

**Organization : Aparajitha Corporate Services Pvt Ltd**

(**ClientHandled in Aparajitha: Royal Enfield, India Japan Lighting Pvt Ltd, TI Diamond Chain Pvt Ltd, Chennai Petroleum Corporation (CPCL))**

**Department** : HR Associate Personnel

# Roles & Responsibilities

* Compiling Reports and spreasheets and preparing spreadsheets
* Serving as a point of contacts with benefit vendors/administrators
* Providing customer service to organization Employees
* Processing incoming mail
* Setting appointments and arranging meetings
* Maintaining calendars of HR management team
* Creating and Distributing documents
* Answering employee questions
* Setting appointments and arranging meetings
* Collecting employment and tax information
* Preparing new employee files
* Processing payroll, which includes ensuring vacation and sick time are tracked in the system
* Computes employee take-home pay based on time records, benefits and taxes
* Answer staff questions about wages, deductions, attendance and time records
* Maintaining records related to grievances, performance reviews and disciplinary actions
* Performing file audits to ensure that all required employee documentation is collected and maintained
* Checking audit compliance For Contractors and highlights the audit points to management
* Collecting documents from contract employers and maintaining records
* And Revised Employee salary as per government minimum wages
* And yearly arrear & bonus workings calculation done as by schedule and get approval from management.
* Preparing manpower reports & schedule manpower for tomorrow production as per need.
* After completion of all audit points by contractors and re-verifying the documents once again and issuing all clearance certificate for his bill clearance.
* And Supervising the Time office activities in daily basics and clearing the employee issues as on time.
* Maintain a smooth relationship between contractors and management.

**Total Duration** : Jan 2017 to Aug 2022

COMPUTER PROFICIENCY

* Studied Electrical Design Software ( AUTOCAD-2D, AutoCAD Electrical, REVIT MEP, PPM, PRIMAVERA)
* Diploma in Computer Application (DCA) –[Ms-Windows, Ms-Office (Word, Excel, PowerPoint), C Languages, OOPS using C++, HTML, Front Page]
* ADVANCED INTERFACE EXECUTION (LVM, Mirroring, OS Installation, Software installation, Creating File Systems, Create & Edit user groups, Cluster, Increase
& Decrease File Systems, Mount File Systems)

ACADEMIC RECORD

**DEGREE**

**B.E (Electrical**) **70%**

Bhajarang Engineering College. **2009-2013**

Veppampattu.

**HSC 65%**

St John’s Matriculation Higher Secondary School **2008 - 2009**

Thiruninravur

**SSLC**

St John’s Matriculation Higher Secondary School **70.5%**

Thiruninravur**2006 – 2007**

PERSONAL DETAILS

Date of birth : 09-05-1991

       Languages known : English, Tamil

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### Declaration

 I hereby declare that the information furnished above is true to the best of my

Knowledge.

Place:

Date: Sathish Kumar R